

**Please send completed Loan Payoff Request Form to:**

Email: **Payoffrequests@fayservicing.com**

Mail:

**Fay Servicing, LLC**

**Attn: Payoffs**

**P.O. Box 814609**

**Dallas, TX 75381-4609**

Fax: **(312) 508-4083**

## LOAN PAYOFF REQUEST FORM

To the Borrower(s): Fay Servicing, LLC will only release a mortgage payoff statement to the borrower(s) or a person acting on the borrower's behalf with written authorization.

**If you are requesting a payoff statement for yourself (to be sent to you), please complete and sign Section 1 of this form.**

**If you are authorizing another person or company to request a payoff statement, please complete BOTH Section 1 and Section 2 of this form.**

### Section 1. Borrower Request for Payoff

I, \_\_\_\_\_, certify that I am the person whose name appears below and that I am a borrower on the following account(s):

Please print or type Fay loan/account number(s) here: \_\_\_\_\_

I hereby request Fay Servicing, LLC to release a Payoff Statement to me at the contact information address provided on this Payoff Request Form.

Mailing Address: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Effective Payoff Date: \_\_\_\_\_

Reason for Payoff Request –Check one of the following:

- Selling the Property
- Refinancing the Property
- Other: \_\_\_\_\_

I understand that the Payoff Statement will be sent within seven (7) business days of my completed request. Requests received after 4:00pm CST are considered received on the following business day.

No payoff figures can be given via telephone.

Acceptable forms of payment to pay off your loan are wire transfer, bank check, money order, or certified check (no personal checks).

**SECTION 2 ON FOLLOWING PAGE**



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Fax: <b>(312) 508-4083</b>

**Section 2. Borrower Authorization to Release Payoff to Third Party**

I, \_\_\_\_\_, certify that I am a borrower on the following account(s):

Please print or type Fay loan/account number(s) here: \_\_\_\_\_

I hereby authorize the following person(s) and/or company to obtain a Payoff Statement for any of the above account(s):

Please print or type name(s) of authorized person(s) here: \_\_\_\_\_

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I authorize Fay Servicing, LLC to release the payoff statement to the authorized person(s) above. I understand that I may revoke this authorization at any time before the payoff information is disclosed, in writing, by mail, fax, or email. I further agree to indemnify and hold harmless Fay Servicing LLC, from any liability for providing this information.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_